

Addendum 3-Organization of a set of events EIDHR 2017-2018

Contract N. 2017/384899

Brussels, 29-06-2018

Dear [REDACTED]

It is our pleasure to submit the two copies of the Addendum 3-corresponding to the contract 2017/384899 - *Organization of a set of events EIDHR 2017-2018* - duly signed by [REDACTED]

Should you need anything else, please do not hesitate to contact me.

Yours sincerely,



Senior Project Manager

Directorate General for international
Cooperation and Development

ARES

Affecté le : 01 JUL. 2018

DG	01	02	DGA1		PA	DGA2		06
A	B	C	D	E	F	G	TF KPR	R

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ADDENDUM NO.3 TO SERVICE CONTRACT NO EIDHR/2017/384-899

"The European Union, represented by the European Commission, ("The Contracting Authority"),

of the one part,

and

Business and Strategies in Europe SA, Boulevard de la Woluwé 2, B-1150 Brussels, Belgium

("the Contractor")

of the other part,

have agreed as follows:

The following provisions of Contract **EIDHR/2017/384-899 "Organisation of a set of events for EIDHR 2017-2018"** concluded between the Contracting Authority and the Contractor on the 27th of April 2017 (the "Contract") are hereby replaced as follows:

Annex I – Revised Terms of Reference

Complementary requests for services are included into the Terms of Reference attached.

Annex II – Budget

Costs for the complementary services are included into the revised budget attached.

All other terms and conditions of the Contract remain unchanged. This addendum shall form an integral part of the Contract and it shall enter into force on 15 June 2018.

Done in English in three originals, two originals being for the European Commission and one original being for the Contractor.

For the Contractor

Name

Title

Signature

Date

28/6/2018.

For the Contracting Authority

Name:

Title:

Signature

Date

26/6/2018

UPDATED SPECIFIC TERMS OF REFERENCE

Organisation of a set of events for EIDHR 2017-2018

FWC COM 2015 - LOT 3 – Organisation of Events

ADDENDUM N°3

1. BACKGROUND

The European Instrument for Democracy and Human Rights (EIDHR) expresses the EU's commitment to promote and support democracy, human rights and the rule of law worldwide. Active since 2007, the EIDHR has been financing projects in various areas such as supporting Human Rights Defenders, campaigning against Death Penalty, helping civil society survive in the most difficult situations, supporting key international actors and treaties or rehabilitating victims of torture.

The general objectives of the European Instrument for Democracy and Human Rights are to contribute to the development and consolidation of democracy and the rule of law as well as to the respect for all human rights and fundamental freedoms, within the framework of the European Union's policy on development cooperation with third countries and consistently with the EU's foreign policy as a whole.

The EIDHR is designed to help civil society to become an effective force for political reform and defence of human rights. Building on its key strength, which is the ability to operate without the need for host government consent, the EIDHR is able to focus on sensitive political issues and innovative approaches and to cooperate directly with local civil society organisations which need to preserve independence from public authorities, providing for great flexibility and increased capacity to respond to changing circumstances.

The EIDHR has been renewed and strengthened for 2014-2020.

The EIDHR is supported each year by various events that contribute to its implementation, the achievement of its objectives/results and its visibility. It is essential that consultations of civil society, as well as proper communication and dissemination are ensured on EIDHR strategy, deliveries, results, and lessons learnt.

2. DESCRIPTION OF THE ASSIGNMENT

➤ Global objective

This request for services aims at providing for the European Commission (EC) the organisation of a set of events on human rights and democracy tentatively from April 2017 to July 2018 in various places.

➤ Specific objectives

Events will have to be organised by the service provider. They will include the logistical organisation of the planned events, provision of support staff, accommodation and transport costs for sponsored participants, preparation and editing of report or papers, photos and/or videos, or other event-related services.

The detailed list of events will be fixed event by event and the EC will inform the service provider in a reasonable manner and timing and adapt its request to those.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]




21. No child left behind: families not institutions conference

Date: 15 June 2018

Location: Brussels, **Belgium (Charlemagne)**

Budget: 20.000 EUR

List of services:

- Registration desk to welcome/register participants
 - 3 hostesses
 - Production of badges for 300 participants
 - Production of 1 roll-up for the conference
 - 1 audio-visual technician (full day)
 - Catering (coffee breaks x3, lunch, cocktail) for 300 persons
- 

➤ Requested services.

The requested services are mentioned in section 2 under each event. Each service shall be rendered in accordance with the Global ToRs of the Framework Contract (e.g. plane tickets will have to be in economy class; per diem will not exceed the rates published by the Commission, etc.). When needed, further details on the definition and implementation of each event will be given by the EC in the form of an administrative order.

➤ Methodology

Since most of these events are organised in partnership with other organisations, the Service Provider will have to liaise, under the supervision of the EC, with other service providers and/or organisations involved in the overall organisation of the requested activities or events. This is clearly the case for the events whose organisation already implies several service providers.

➤ **Specific existing arrangements**

- **In case one or more of the events foreseen in section 2 are to be cancelled**, they may be replaced by other events. The choice of the replacing event(s) will be determined by the EC in conformity with the remaining budget available. The service provider, once given the date, location, content and specific requests linked to the event(s) will propose a detailed budget to be validated by administrative order.

- **Budget.** As per addendum, a maximum total budget of 650,000 € is available.

The definition and implementation of these tentative specific sub-budgets will be proposed by the service provider and agreed by the EC by administrative order during the implementation of the contract pending the confirmation of the date, location and the details of the events.

The balance between the event budgets could be shifted upon an administrative order of the EC. Additional events could be organised in this context, upon request of the EC and with the agreement of the service provider if funds were left available.

- **Award of the specific contract.**

The specific contract will be awarded to the company offering the best value for money. The following formula will be used:

- 15% - technical offer
- 35% - proposed team
- 50% - price

3. PROFILE(S)

➤ **Profile required for the event coordinator**

The service provider will propose one expert who will be in charge of managing the project.

The project manager should have the following experience:

- He/she should demonstrate at least 10 years of professional experience in his/her respective field of excellence.
- He/she should all be able to work in English and French.
- An experience in EIDHR events and projects and/or EIDHR related activities will be an asset.

➤ **Working language(s)**

English and French.

4. LOCATION AND DURATION

➤ **Starting period and duration of the event**

Tentative timeframe: The project is to start in April 2017 and last until all planned activities are finished. It is expected that all activities are closed before end of July 2018.

This project being financed through EC administrative credits it is compulsory that all related operations and payments are finalised and closed before the end of year 2018. Therefore a final adequate request for payment needs to be introduced in due time to be treated and finalised in accordance with EU rules and reasonable timing (not later than September 2018) before the end of year 2018.

First planned activities are to take place in April-May 2017. Last planned activities are to take place in July 2018.

➤ **Place of venues of the events**

See section 2. Some venues will be confirmed during the project implementation.

5. ADMINISTRATIVE INFORMATION

- Reporting requirements. A single final report covering all events is requested in three copies in English at the end of the assignment.
- The project will be conducted under the authority of DEVCO, Unit B1 "Human Rights, Gender, Democratic Governance". Communications should be addressed to [REDACTED]@ec.europa.eu with EUROPAID-B1@ec.europa.eu in cc.
- The final invoice must be accompanied by an expenditure verification report.